

GOVERNMENT OF THE DISTRICT OF COLUMBIA
D.C. Office of Personnel

District Personnel Manual Issuance System

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of DPM Chapter(s) **14**

DPM Bulletin No. 14-15

SUBJECT: Conversion of Non-Unionized, Non-Managerial/Non-Supervisory Career Service Employees in the D.C. Office of Personnel to the Performance Management Program

Date: October 16, 2003

1. PURPOSE

- a. Notify all non-unionized, non-managerial/non-supervisory Career Service employees in the D.C. Office of Personnel (DCOP) of their conversion from the Performance Evaluation System (PES) performance appraisal system to the Performance Management Program (PMP) performance appraisal system, effective **October 1, 2003**; and
- b. Inform DCOP employees being moved under the PMP, and their managers and supervisors, of the transition provisions, available PMP training, and of the dates for completion and submission of fiscal year 2004 performance plans under the PMP.

2. AUTHORITY

Chapter 14 of the D.C. personnel regulations, Performance Management, § 1400.1(e) provides that the Director of Personnel may, on an agency-by-agency basis, authorize coverage under the PMP of certain categories of non-unionized Career Service employees employed in agencies under the personnel authority of the Mayor. Accordingly, the Director of Personnel has authorized coverage under the PMP of non-unionized, non-managerial/non-supervisory Career Service employees in the DCOP as a pilot conversion.

3. APPLICABILITY

This bulletin applies to all non-unionized, non-managerial/non-supervisory Career Service employees in the DCOP and their managers and supervisors.

4. EXCLUSIONS

This bulletin does not apply to DCOP employees in the Legal Service.

5. PROVISIONS

The following timeline applies to the first year of coverage under the PMP. Some dates may be subject to change during the 12-month pilot conversion.

Note: DPM Bulletins that are strictly procedural in nature have direct applicability only to agencies and employees under the personnel authority of the Mayor. Other personnel authorities or independent agencies may adopt any or all of these procedures or guidance materials for agencies and employees under their respective jurisdictions. [See DPM Chapter 2, Part II, Subpart 1, § 1.3.]

Inquiries: Performance Management Unit, DCOP (202) 727-1665

Distribution: Heads of Departments and Agencies, HR Advisors, and DPM Subscribers

Bulletin Expires: December 31, 2004

- a. **October 2003:** All affected employees will begin receiving information about the conversion to the PMP.
- b. **October – November 2003:** All affected employees will receive training on the principles of the PMP system, how to use the online PMP system, and how to write performance goals.
- c. **November – December 2003:** All affected employees will work with their supervisors and the Performance Management Unit, DCOP, to develop and approve their FY 2004 Performance Plans.
- d. **December 1, 2003 – January 9, 2004:** All affected employees will receive a final official Performance Evaluation System (PES) rating for the rating period that began on April 1, 2003.
- e. **January 12, 2004:** All approved FY 2004 Performance Plans will become effective.
- f. **June 1 – June 30, 2004:** All affected supervisors will review their employees' Performance Plans to ensure that each employee's performance goals are still compatible with the agency's fiscal priorities. Any revised Performance Plans must be re-approved in the online PMP system not later than **June 30, 2004**.
- g. **October – November 2004:** All affected employees shall receive an official PMP performance rating for FY 2004 and develop performance plans for FY 2005.

6. **CONTACT**

For more information, please contact the Performance Management Unit, DCOP at (202) 727-1665.

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